

Criteria Used for Rating of GS-12 Careerists

Ratings are based on actual performance in certain skill areas (A) and potential (P) indicated from ability to grasp, interpret and apply instructions to a new field of endeavor. Generally those employees having completed their formal education would be considered as having good potential for further advancement. In addition, consideration should be given to the quantity of experience equivalent to academic studies.

Skills to be considered for evaluation at this grade level are:

General Support - Support duties (finance, personnel, security, logistics, ops. support STAT
foreign field installations being performed as or on behalf of the support/admin officers. Individuals assigned to Headset Operations performing general support duties or providing advice and guidance to stations during periodic inspections would be included.

Budget - Evaluation to be based on the individuals actual performance and indicated potential for the formulation, preparation and execution of Agency budgets. Consideration will be given to experience both at Headquarters and the Field.

General Finance - Evaluation as a general finance officer with experience in accounting preparation, audit, recording and reporting of financial transactions. This category would include work performed in assignments overseas and at Headquarters in centralized and decentralized offices. Potential for further advancement would be indicated by the employee's flexibility and versatility in performing work in a variety of assignments.

Monetary - At this grade level, evaluations should take into consideration assignments as cashiers, custodian

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Systems - This category includes work in the development, implementation or operation of a new or on-going computer system used in financial operations. Performance of systems analysis in varying degrees and working with the computer using a remote terminal should be included in determining the employee's involvement in computer application to the financial and budgetary functions. Potential would be indicated through formal training offered in ADP courses.

Audit

Considered for commercial audit work performed mainly in CSAD. Other audit functions would be included in general finance. As a speciality, rating of skills should be based on actual performance in CSAD with potential determined from education and previous assignments in commercial auditing of vouchers including proprietary accountings.

RATING LEGEND

ACTUAL

- H - High - Strong to Outstanding performance - look for positive remarks in the narrative statements regarding ability to perform at a higher grade level with additional responsibilities.
- M - Medium - Proficient to Strong performance - employee may be recently assigned to position or just obtaining proficiency in performance of certain duties.
- L - Limited - Adequate to Proficient rating based on performance with indication in the fitness reports of areas for improvement. Also those employees with only limited experience in certain duties due to rotational assignments or performance of a speciality in the other skills category.
- O - None - Employee has yet to be assigned duties and no evaluation can be made.

POTENTIAL

- H - High - Completion of formal education with understanding of additional training internally as well as externally. Experience from previous jobs or assignments should be considered.
- M - Medium - Nearing completion of formal education with indication of strong initiative to complete. Two year degree with work experience would be considered and may indicate high potential when considering actual performance evaluation.
- L - Limited - Employee is attending college to improve their potential for development as a professional finance officer. This rating is provided to indicate employee's ability to perform in a proficient manner while undertaking an additional responsibility of self improvement.
- O - None - No potential indicated to perform other than assigned task which must be closely monitored.

Rating of GS-12 MF Careerists

GS-12 Journeyman - Senior Officer Threshold

At this stage of the employees' career, they have increased their technical knowledge, skills and general job competency. By evidencing good potential for future growth and additional responsibilities, employees career development should be directed towards adding depth and breadth to the employee's experience in his functional area. Development efforts also should focus on the employee's acquisition of human relations and supervisory skills.

25 February 1977

19 January 1978

MEMORANDUM FOR THE RECORD

SUBJECT: Competitive Evaluation Panel #4 Meeting

1. Competitive Evaluation Panel #4 met [redacted] 16 and 17
January 1978 with the following members present: [redacted]

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2. The meeting convened at 0830 on 16 January 1978. The Panel recessed at 1200, reconvened at 1300, and adjourned at 1735. On 17 January, the Panel convened at 0830, recessed at 1200, reconvened at 1245, and adjourned sine die at 1815.

3. The Competitive Evaluation Listing for the GS-10's and GS-11's and a list of promotions recommended for GS-11 careerists was completed and will be submitted to the Finance Career Board for review, approval and endorsement to the Head, MF Career Subgroup.

[redacted]

Secretary

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Chairman, CE Panel #4